

COUNCIL POLICY

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| NAME: Surplus Property Disposition Policy | | |
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PURPOSE

To establish a process for the identification and disposition of surplus property held by the District.

SCOPE

This policy does not apply to:

- (a) items of property collected by the Police Department as evidence, or the disposal of unclaimed property by the Police Department;
- (b) items of property seized pursuant to a statute, bylaw or process of law where another method of disposition is prescribed or ordered, including items seized under the Parks Management and Control Bylaw, 1997, No. 7753, as amended or replaced from time to time, or the *Community Charter*;
- (c) real property and other property of the District, including utility systems, subject to limitations on disposition pursuant to the *Community Charter* or another applicable statute.

POLICY

1. Identifying Surplus Property

- 1.1 Prior to declaring an item of property surplus to the District, the Department responsible for the item may consider trade-in options or attempt to transfer the item to another District Department. If neither is practicable nor desirable, the Department may declare the item of property surplus to the District.
- 1.2 The Director of the Department or their designate is responsible for declaring an item of property surplus.

2. Disposition Process

- 2.1 If a surplus item has no resale value, the Department may recycle or dispose of the item as appropriate.

2.2 If a surplus item has a resale value, it is considered a surplus asset and the Manager of Strategic Procurement or their designate is responsible for coordinating the disposition of the surplus asset.

2.3 Methods of disposition of a surplus asset may include:

- a. the public issuance of a request for offers to purchase;
- b. reliance on a specialized auction house;
- c. reliance on BC Government Asset Investment Recovery or its successor in function;
- d. discounted sale or donation to a charitable, philanthropic, or not for profit organization;
- e. discounted sale or donation to indigenous organizations;
- f. discounted sale or donation to another public body; or
- g. sale at market value to an employee with the consent of the director responsible for the asset and the Director of Finance.

3. Proceeds of Disposition

3.1 The net proceeds of disposition of a surplus asset will, where practicable, be credited to the Department that declared it a surplus.